

SUNY CORTLAND TEACHER EDUCATION: STEPS TO CERTIFICATION

1. Matriculation to the college.
2. Approval for entry to a teacher education program.
 - a. Major-specific eligibility criteria met: GPA, coursework
 - b. Teacher education application completed and reviewed by program/department. Approved if all criteria are met and application has no dispositional limitations.
 - c. Teacher Education Candidate Review Committee (TECRC) reviews applications that are forwarded by program/department.
 - d. Once approved by either the program or department and TECRC (if necessary), most major codes are changed from “W” (waiting) status to teacher education program code. (Note: some programs do not remove W until later in their program. “W” will remain on a graduate student’s record if the “Change of Status” form has not been submitted along with a copy of the printout from TEACH with the effective date of the certificate).
3. Academic Advisors: meet with students to formulate degree plan for completion. Information provided about certification process. Positive teacher candidate behavior is reinforced. If there are any violations of the judicial code or incidents of academic dishonesty or crimes, student must self-disclose to respective Associate Dean via self-disclosure form. TECRC review of self-disclosures would then occur.
4. Certification Exams and Workshops; student should begin to research and complete these requirements (requirements vary by certification area):
 - a. SAVE and CARR
 - b. NYSTCE - changes pending
5. Early field experience
 - a. Placements secured and minimum of 100 hrs. completed.
 - b. Digital fingerprinting may be required for placements. (Students can go to Career Services for this service.)
6. Creating the TEACH account
 - a. Career Services can assist in creating the TEACH account. (If you are a Graduate Student you may contact Career Services or the Registrar’s Office for assistance)
 1. Create ONLY ONE TEACH ACCOUNT (takes about 20 minutes)
 2. Follow the step-by-step directions on the website:
<http://www.highered.nysed.gov/tcert/teach/login.html>
 3. Do Not use your Cortland email address on TEACH. Use an email which you will continue to use in your professional life. E.g. gmail, yahoo, etc.

- b. Apply for fingerprint clearance through TEACH
 - c. Set up your fingerprinting appointment with Career Services. You must bring the following items:
 - i. Photo ID
 - ii. TEACH Payment Receipt
 - iii. Cash or check made out to SUNY Cortland for \$10 to cover your processing fee.
 - d. Digital fingerprints taken and sent to 1) Department of Criminal Justice Services, and 2) FBI. Results are sent to New York State Education Department. TEACH account will show that fingerprints have been submitted. Schools have access and can check the status. (You should also print your receipt.)
7. Application for Student Teaching
- a. Student completes student teaching application.
 - b. Internal review and approval by department if eligibility criteria are met.
 - c. All candidate names are forwarded and reviewed by Judicial Affairs Office.
 - d. TECRC reviews applications that are forwarded from dept./program for review.
 - e. Once approved by either the program department and cleared by the TECRC, student teaching placements are secured.
 - f. Database of host teachers, schools and grade placements are kept by Field Experience and School Partnerships Office.
8. Completion of Student Teaching
- a. Mid-term and Final student teaching evaluations completed online by teacher candidate, host teacher and supervisor
9. Authorization for institution to recommend for teacher certification. Forms for the Teacher Certification Recommendation Authorization can be found at: <http://www2.cortland.edu/dotAsset/289624.pdf>. Completed forms should be submitted to the Registrar's Office.
10. Approval for graduation. Final checks completed by department and Associate Dean. If there are any problems, student is notified.
11. Institutional recommendation sent electronically to New York State Education Department by Registrar's Office.
12. Student receives initial teaching certification by New York State. No certificates are printed. Status can be reviewed on the TEACH system.

13. Oversight of teacher certification is provided by the Assistant Provost for Teacher Education's office. Out-of-state or out-of-country verifications are completed by this office for students seeking employment out of state or out of country.

Relevant Websites:

- a. Career Services: <http://www2.cortland.edu/offices/career-services/>
- b. Registrar's Office: <http://www2.cortland.edu/offices/registrars-office/>
- c. Teacher Education:
<http://www2.cortland.edu/teacher-education/index.dot>
- d. Teacher Certification:
<http://www2.cortland.edu/teacher-education/teacher-certification.dot>
- e. New York State Education Department: <http://www.highered.nysed.gov>
- f. TEACH Online Services:
<http://www.highered.nysed.gov/tcert/teach/login.html>